MICHIGAN DEPARTMENT OF EDUCATION
STATE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
June 4, 2008
Hampton Inn, Okemos, Michigan
10:00 am — 3:00 pm

Agenda

I.   Call to Order

II.   Roll Call

III.   Introduction of Guests

IV.   Approval of Proposed June Agenda

V.   Approval of May 7, 2008 Minutes

VI.   Public Comment – opportunity for public participation at the SEAC meeting.

   a. See SEAC By-laws and Procedures, Section IV.E. (Page 11) in the SEAC Resource Notebook for details.

VII.   Chairperson's Report

VIII.   SEAC Learning: Michigan Integrated Improvement Initiative (MI3)

The Office of Special Education and Early Intervention Services supports thirteen projects to improve and support the education of children with disabilities. The goal of MI3 is to maximize the effectiveness of these projects.   Ms. Beth Steenwyk, Director of MI3, will discuss the design of the initiative and the model being used to bring ideas to practice.

IX.   State Department Reports – Dr. Jacquelyn J. Thompson, Director, Office of Special Education/Early Intervention Services (OSE/EIS)

X.   Ad Hoc Committee Reports

   a. SEAC By-laws and Procedures Committee: Bob Hove, Jonelle Gillette, Shari Kraft, Tom Langdon. Task: to review the SEAC By-laws and make recommendations as necessary. Target completion date: June 2008.

   b. SEAC Ad-Hoc E-Meeting/Technology Committee: Judith Dorsch-Backes, Cindy Bush, Doris Higgs, Tom Caldwell, Jan VanGasse. Task: to review E-Meeting and on-line technology to support SEAC work, analysis advantages and disadvantages of various E-Meeting options (including costs) and make recommendations.

   c. SEAC Ad-Hoc Committee on Personal Curriculum: Michael Yocum, Jan Van Gasse, Shari Krishnan, Richard Spring. Task: To draft advice with regard to implementation of the Personal Curriculum Guidelines by identifying issues and concerns with regard to its implementation, considering their impact on students with disabilities and other at-risk students and recommending strategies to address them. Target completion date: June 2008

XI.   Information Items [1] -

    a.   Report from the SEAC Ad-Hoc Committee on Personal Curriculum: Presentation of report and recommendations

XII.   Action Items

    a.   Recommendation to amend SEAC By-laws

        i.   Motion: To adopt the recommendations from the SEAC By-laws and Procedures Committee to amend the By-laws as follows:

"The By-laws, Roles and Functions of the Special Education Advisory Committee Proposed Changes May 7, 2008:

Note: ~~Strike through~~ indicates the word will be deleted, and **bold** indicates language which will be added.

III. Committees and Representation
    B. Standing Committees

        1. The SEAC ~~shall~~ **may** have three standing committees in support of the Individuals with Disabilities Education Improvement Act (IDEIA) mandated functions.

        2. The Chairperson of the SEAC shall appoint members to committees and designate a member of the Executive Committee to chair each committee. A co-chair for each committee shall be selected from among the SEAC membership serving on the committee.

        3. The duties of the standing committees will be determined on a year to year basis by the SEAC.

        4. The Executive Committee may determine on a year to year basis that due to the nature of the issues that need to be addressed by the SEAC, standing committees will not be formed, and the issues will instead be addressed by forming ad hoc committees as needed.

IV. Quorum
    A. Quorum

        1. A majority of SEAC membership shall constitute a quorum. Members who attend the meeting at a remote location through audiovisual means shall be counted as part of the quorum. "

---

[1] Items requiring action by the SEAC are presented first as Information Items and then again as Action Items the following month.

b. E-Meeting/Technology Recommendation

    i. Motion: To adopt the recommendations from the SEAC Ad-Hoc E-Meeting/Technology Committee to conduct two pilot E-Meetings during 2008-09 at three sites (one in Lansing, two remote) as a means to test alternative meeting strategies and gather information on the viability and effectiveness of these alternatives while maintaining essential elements of the current SEAC meetings. The recommendation follows:

1) SEAC commit to conducting two E-Meetings during the 2008-09 school year.
2) E-Meetings be scheduled in January and March **or** February and April.
3) one regular monthly meeting be held between each meeting in order to review the experience and determine any recommendations for the subsequent meeting.
4) The main SEAC meetings for these two months take place at a location at which an E-Meeting is available. (Possible locations - the MELG Building or Clinton County RESA.)
5) MDE be responsible for determining the location for the two E-Meetings.
6) Two local remote sites be connected for each E-Meeting.
7) One remote location be the Upper Peninsula. (Possible locations - Dickinson-Iron ISD, Delta-Schoolcraft ISD, Menominee ISD, or Marquette-Alger RESA)
8) A second remote site in the Lower Peninsula be connected. (Possible locations - Traverse Bay Area ISD, Macomb ISD, or Mecosta-Osceola ISD)

In testing SEAC E-Meetings, we recommend the following as criteria and/or requirements for those meetings. The meetings should:

1) Provide opportunities for collegiality.
2) Provide opportunity to talk to MDE people informally.
3) Provide opportunity for public comment.
4) Accommodations made so all can participate (e.g., addressing needs of members who have hearing needs, etc.).
5) Recognition and identification of who's who (delegates, alternates, guests).
6) The ability to give, receive, and discuss information.
7) Phone call opportunities for a subset of members at the "satellite sites".
8) Sites must have phone/internet links.
9) Materials made available and printed in advance.
10) Access to information in real time.
11) Capacity to quick copy and/or distribute electronically to E-Meeting sites
12) Hosts at each site to handle technical issues, including microphone access.
13) Facilitators at each site to handle logistics, including lunch, sign-in, public comment.

<u>Motion to be made:</u> To adopt the recommendation to pilot two SEAC E-Meetings during the 2008-09 school year.

<u>Action to be taken</u>: To forward this recommendation to the Office of Special Education and Early Intervention Services and request that they proceed making the arrangements for the two E-Meetings on designated dates as specified in the motion.

XIII.   Reports from Ex-Officio Members

a. The SEAC has a number of ex-officio members who are invited to report on matters in their respective areas which impacts special education.

XIV.   Member Announcements

XV.   Evaluation

a. SEAC Process

b. SEAC Member Notebook

The members of the SEAC Executive Committee are soliciting feedback with regard to the SEAC Member Notebook, the contents and organization. The feedback will be used in the design and development of the 2008-09 SEAC Member Notebook. Please review your SEAC Meeting Notebook and SEAC Resource Notebook and identify what, if any, changes to these notebooks might better support members of the SEAC in our work.

XVI.   Closure and Thank You

XVII.   Recognition of Outgoing SEAC Members

XVIII. Future Agenda Considerations

a. SEAC Fall Retreat – September 14, Soaring Eagle Inn, Mt. Pleasant
                                        September 15, Winding Brook Conference Center, Shepherd

XIX.   Process Check

XX.   Adjournment